Completing the TCEQ Core Data Form

When must I complete this form?

- It is part of a registration, application or update package.

- TCEQ staff ask you to complete it.

- You are in the Central Registry database and your core data has changed.

(You can check your data on-line at http://www.tceq.state.tx.us/ . Look for "Central Registry" under the "Search TCEQ Data" link.)

Where do I send this form?

- To the address on the other TCEQ forms it is accompanying.

- To the location TCEQ staff asked you to send it.

- If the above do no apply, to one of the following:

  - registry@tceq.state.tx.us
                OR
  - TCEQ
    Central Registry Program MC144
    PO Box 13087
    Austin, Texas 78711-3087

What's a "Regulated Entity"? A "Customer"?

A "**Regulated Entity**" is the "thing" that is, could be, or has been regulated - for example a site or facility or license.

A "**Customer**" is responsible for one or more Regulated Entities - for example the organization or individual that owns or operates a site or facility OR an individual that holds a license.

What is a "RN"? A "CN"?

They are numbers that identify the Regulated Entity and the Customer. They do not replace other numbers *(e.g., permit, registration, account, etc.)*. They can be found in the Central Registry database.

(Search for your RN or CN on-line at http://www.tceq.state.tx.us/ . Look for "Central Registry" under the "Search TCEQ Data" link.)

Each Regulated Entity is issued a unique 11 digit identification number called a **Regulated Entity Reference Number** OR **RN**. It begins with a "RN" followed by 9 numbers *(e.g., RN123456789)*.

A Customer is also issued only ONE unique 11 digit identification number called a **Customer Reference Number** OR **CN** - regardless of how many sites he may be involved with or licenses he may hold. It begins with "CN" followed by 9 numbers *(e.g., CN123456789)*.

Do I get a new RN or CN each time I send in a form?

No. You only get a new number if one OR both of the following conditions are met.

- the Customer does not already have a CN
                OR

- the Regulated Entity does not already have a RN *(Once a site or facility has a number, that number stays with it - regardless of how many times it may change owners or operators).*

Can I see some Examples?

As you look through the examples, please keep the following in mind:

- If one or more of the Regulated Entities and/or Customers are NOT in the Central Registry database, you will need to submit the Core Data Form(s).

- Even if the Regulated Entity and Customer are in the Central Registry database, you will need to submit the form IF their information is not accurate.

Example 1:
Worlds Inc. owns and operates Roads Landfill. Neither are in the Central Registry database. They do not have a CN or RN.

   Worlds Inc. = Customer *(owner and operator)*
                WITHOUT a CN
   Roads Landfill = Regulated Entity WITHOUT a RN

- Use only one form.
- Put Worlds Inc information in Section II.
- Put Roads Landfill information in Section III.
- Always fill out Sections I and IV. *(In this example, the CN and RN have not been issued, so leave the CN and RN fields blank in Section I.)*

Example 2:

Jesse James Enterprises Inc owns and operates Oaks Drinking Water and Maverick Electroplating. All three are in the Central Registry database with correct information.

> Jesse James Enterprises Inc = Customer with a CN
> Oaks Drinking Water = Regulated Entity with a RN
> Maverick Electroplating = Regulated Entity with a RN

A few months later. . . Mary May buys Maverick Electroplating and becomes its sole owner and operator. Jesse James is no longer involved. Mary May is NOT in the Central Registry database.

> Jesse James Enterprises Inc = Customer with a CN
> Oaks Drinking Water = Regulated Entity with a RN

> Mary May = Customer WITHOUT a CN
> Maverick Electroplating = Regulated Entity with a RN

- Fill out a form for Mary May *(new Customer)* and Maverick Electroplating *(Regulated Entity)*. *(In Section I, leave the **CN blank** because Mary May does **not** have a CN in the Central Registry database – and fill in the RN with the one assigned to Maverick Electroplating. In Section II, be sure to mark the "New Customer" and "Change in Regulated Entity Ownership"boxes for question 6.)*

- Fill out another form for Jesse James Enterprises Inc and Maverick Electroplating. *(In Section I, enter Jesse James Enterprises Inc.'s CN and Maverick Electroplating's RN. In Section II, under Customer Role (Question 5), mark "Other" and in the box next to it write in "former owner and operator". Also, mark the "Change in Regulated Entity Ownership" box for question 6.)*

Example 3:

Jack Doe is a Licensed OSSF Installer. He is not in the Central Registry database. He does not have a CN or RN.

> Jack Doe = Customer *(he "owns" the license)* WITHOUT a CN
> Jack Doe = Regulated Entity *(without him, there would be no license)* WITHOUT a RN

- Use only one form.
- Complete all sections *(some information will be repeated in Sections II and III (e.g., names, phone number, etc.).*

(You can search Central Registry for CNs and RNs on-line at http://www.tceq.state.tx.us/ . Look for "Central Registry" under the "Search TCEQ Data" link.)

LINE-BY-LINE INSTRUCTIONS

Section I: General Information

1. Reason For Submission
Briefly state why you are submitting the form.
*Example Entries: new permit application
revising Customer information*

2. Attachments
If you are including other forms or information check "Yes" and BRIEFLY describe them.
*Example Entries: sludge transporter registration
EPA notification form
letter*
If not, check "No".

3. Customer Reference Number (CN)
- If the Customer has a CN, list it. *(e.g., CN123456789)* Otherwise, leave blank.

- If the only information changing is Regulated Entity Information, and that change is true regardless of the Customer associated with it, you can leave this field blank. If the change is true for "some", but not all associated Customers, use one form for each unique Customer-Regulated Entity relationship effected by the change.

4. Regulated Entity Reference Number (RN)
- If the Regulated Entity has an 11-digit RN, list it. *(e.g., RN123456789)* Otherwise, leave blank.

- If the only information changing is Customer Information, and that change is true regardless of the Regulated Entity associated with it, you can leave this field blank. If the change is true for "some", but not all associated Regulated Entities, use one form for each unique Customer-Regulated Entity relationship effected by the change.

Section II: Customer Information

5. Customer Role
Check the **ONE** box that best indicates the Customer's relationship to the Regulated Entity. If you check "Other", write in a description

6. General Customer Information
Check **ALL** boxes that apply.

☐ New Customer
The Customer doesn't have a CN

☐ Change to Customer Information
The Customer has a CN and any information in Section II *(Customer Information - e.g., Mailing Address, Telephone Number, etc.)* is being updated.

Note: If the Customer is changing *Tax IDs,* a new CN may be needed. Please contact a Central Registry representative if you are uncertain.

☐ Change in Regulated Entity Ownership
An RN exists and its current owner is changing *(e.g, adding a new owner, facility has been sold,...).*

☐ No Change
No Customer information is changing *(including relationship with the Regulated Entity).*

7. Type of Customer
Check only ONE box.

□ Corporation
The Customer meets all of the following:
- is legally incorporated under the laws of any state or country
- is recognized as a corporation by the Texas Secretary of State
- has proper operating authority to operate in Texas

Examples:
- *general corporations*
- *Subchapter S corporations*
- *limited liability companies (LLC)*
- *water supply corporations*

□ Government - Federal, State, County or City
The Customer is either an agency of one of these levels of governments or the governmental body itself.

□ Government - Other
The Customer is a utility district, water district, tribal government, college district, council of governments, or river authority. Write in the specific type of government in the blank provided.

□ Individual
The Customer is a person who has not established a business.

□ Partnership
The Customer is a business that is established as a partnership as defined by the Texas Secretary of State's Office.

□ Sole Proprietorship - DBA
The Customer is a business owned by only one person and which has not been incorporated. This business may be under the person's name or have its own name *(e.g., "doing business as")*, and may have any number of employees.

□ Other
The Customer does not fit one of the above descriptions. Enter a short description of the Customer in the blank provided.

8. Customer Name
Enter the legal name of the Customer, including any abbreviations.

9. Mailing Address
Enter the mailing address to which TCEQ can send general correspondence *(e.g., the Customer's Headquarters)*.

Do NOT put the mailing address for the Customer's contact for individual programs *(e.g., New Source Review Program Contact, Petroleum Storage Contact, Stormwater Contact etc.)*, unless they are also the overall contact for TCEQ.

10. Country Mailing Information
If the address is in the USA, leave blank. If not, enter the country name, mailing zone, non-ZIP mailing codes, and non-USA Postal Service features.

11 - 14. E-Mail, Phone and Fax Information
Enter the contact information that would be appropriate for all TCEQ correspondence *(e.g., Customer's Headquarter)*.

15. Federal Tax ID
All businesses, except some small sole proprietors, should have a federal taxpayer identification number (TIN). Enter this number here. Do NOT use prefixes, dashes or hyphens.

If you are applying for a LICENSE *(or registering as an apprentice)* and do not have a TIN because you are an individual or a small sole proprietor, enter your Social Security number. Don't use prefixes, dashes or hyphens.

If you are <u>not</u> applying for a license *(or registering as an apprentice)* and do not have a TIN because you are an individual or a small sole proprietor, leave blank.

Why we ask for Social Security numbers?
Under Section 232.302(c)(1) of the Texas Family Code, the TCEQ must ask for your Social Security number to assist in the collection of child support obligations. Under Section 57.491 of the Texas Education Code, your Social Security number may also be used to verify eligibility to renew a license in compliance with the Texas Guaranteed Student Loan Program.

16. State Franchise Tax ID Number
If the Customer is a corporation or limited liability company, enter their State Franchise TaxID. Otherwise, this field may be left blank.

17. DUNS Number
If the Customer has a Data Universal Numbering System number issued by Dun and Bradstreet Corp, enter it here. If not, leave blank.

18. Number of Employees
Enter the number of employees for the Customer's entire company at **ALL** locations. This is **NOT** the number of employees at any one Regulated Entity.

19. Independently Owned and Operate
Check "No" if the Customer is a subsidiary or part of a larger company. Otherwise, check "Yes".

Section III: <u>Regulated Entity Information</u>

20. General Regulated Entity Information
Check only ONE box.

□ New Regulated Entity
The Regulated Entity does NOT have a RN.

☐ Change to Regulated Entity Information
A RN exists and you are updating any information in Section III (e.g., Mailing Address, Primary Business Description,...).

> Note: If you are changing street addresses, you may need a new RN. Please contact a Central Registry representative if you are uncertain.

☐ No Change
No Regulated Entity information is changing.

21. Regulated Entity Name
The name by which you want the Regulated Entity to be known. It will be used by **all** TCEQ Programs when referring to the Regulated Entity.

22. Street Address
The physical mailing address - **NOT** PO Box - of the Regulated Entity. If one does not exist, leave blank. *(If you leave blank, you must fill in Items 34 and 35.)*

Example Entry: 123 Bloom Street
Hometown, Tx 78711

23. Mailing Address
Enter the mailing address to which TCEQ can send general correspondence *(e.g., the Regulated Entity's Central Office's address)*. Do NOT put the mailing address for the Regulated Entity's program contacts *(e.g., Air Contact, Waste Contact etc.)*, unless they are also the Regulated Entity's overall contact for TCEQ.

24 -27. E-Mail, Phone and Fax Information
Enter the contact information that would be appropriate for all TCEQ correspondence.

28 - 31. SIC and NAICS Codes
All Regulated Entities, except Occupational Licensees, should have a Standard Industrial Classification (SIC) and/or a North American Industrial Classification System (NAICS) code. These codes describe the business activities of the Regulated Entity. They may or may not correspond to why the Regulated Entity is regulated by TCEQ.

When asked for the "Primary" code, provide the code that best describes the Regulated Entity's primary - or main- business activity.

When asked for the "Secondary" code, provide the code that best describes the Regulated Entity's secondary - or other- business activity. If there is not a secondary business activity, please leave blank.

You can provide either the SIC or the NAICS code(s). You do not need to provide both - unless specifically asked. Also, unless a particular TCEQ program request SIC codes, please provide NAICS codes.

NAICS Web Site Reference:
http://www.census.gov/epcd/www/naics.html

SIC Web Site Reference:
http://www.osha.gov/pls/imis/sicsearch.html

32. What is the Primary Business of this entity?
In your own words, briefly describe the primary business of the Regulated Entity. Please do not repeat the SIC or NAICS description.

33 - 37. *(Geographic Information)* **Leave blank if the Regulated Entity is a mobile facility or an occupational license.**

33. County
Enter the name of the county in which the Regulated Entity is located. If it extends into two or more counties, enter just one county name *(not all).*

34. Description of Physical Location
If the location of the Regulated Entity is not obvious from its street address *(OR it doesn't have a street address)* enter specific instructions for how to reach it.

Example Entry:
Go east on County Road 101 from the US 83 intersection. Turn left after 1.3 miles - by the oak tree. Go 0.3 miles. Facility is on the left, just past the first tank.

35. Nearest City and Zip
Enter the city and zip code in which the Regulated Entity is located. If it is not within a city, enter the nearest city, even if that city is in another state or country. Also, if the Regulated Entity is not within a zip code area, enter the nearest zip code *(e.g., the zip code for the nearest city).*

36-37. Latitude and Longitude
Enter this information if the Regulated Entity has a fixed location and the latitude and longitude are known.

38. TCEQ Programs In Which This Regulated Entity Participates
Check all that apply. If you don't see the program in which the Regulated Entity participate, please write it in one of the empty boxes. If you know the corresponding permit, registration, license or account number, please list it by the program checked. *(If there are multiple numbers, please do not list more than one number per program box checked.)*

Only check "Unknown" if you do not know any of the programs in which this Regulated Entity participates.

Section IV: <u>Preparer Information</u>

Give all the information for the person who actually completed the form. If TCEQ staff have questions, they will contact this person.